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6015-1 - Financial Analysis of Contract Proposals And Modifications

PROJECT OFFICER'S TECHNICAL QUESTIONNAIRE

Contractor: _____
 RFP/Contract No.: _____
 Proposal Date: _____

This questionnaire should serve as the basis for communication between the contracting officer/specialist and the project officer relative to the technical aspects of each element of cost. It should be filled out only after careful review of the instructions on the last page of this form (page 4). Further guidance for completion of this form can be found in **NIH Manual 6015-1 Financial Analysis of Contract Proposals and Modifications**.

YES	NO	N/A	
_____	_____	_____	Direct Labor
_____	_____	_____	1. Is the proposed mix/type of labor effort appropriate for the work/research to be performed?
_____	_____	_____	2. Are the proposed number of hours/percents of effort reasonable for the work to be performed?
_____	_____	_____	Direct Materials/Supplies
_____	_____	_____	3. Are the following appropriate as compared to the contract workscope:
_____	_____	_____	a. Proposed type of materials/supplies
_____	_____	_____	b. Proposed quality of materials/supplies?
_____	_____	_____	c. Proposed number of units of each type of material/supply?
_____	_____	_____	Equipment
_____	_____	_____	4. Is the proposed equipment necessary for the work/research to be performed?
_____	_____	_____	5. Is the proposed equipment "project specific" rather than a type that would be required for the work/research normally performed by the contractor i.e., inherent to the business?
_____	_____	_____	6. Is use of the proposed type of equipment limited only to research, medical, scientific or other technical activities?
_____	_____	_____	7. To your knowledge, are the same or similar types of equipment (ones that may be used for comparable purposes) currently unavailable at the institution?
_____	_____	_____	Travel
_____	_____	_____	8. Are the following appropriate or reasonable taking into consideration the purpose of the travel and the contract work scope:
_____	_____	_____	a. Proposed number of trips
_____	_____	_____	b. Proposed duration of trips?
_____	_____	_____	c. Proposed destination of trips?
_____	_____	_____	d. Proposed number and types of people traveling?
_____	_____	_____	Computer
_____	_____	_____	9. Are computer services required for the work/research to be performed?
_____	_____	_____	10. Are the proposed computer and related services reasonable from a quantitative

_____	_____	_____	standpoint e.g. CPU hours, I/O lines, number of runs?
_____	_____	_____	11. Is the proposed type of computer equipment appropriate for the work/research to be performed?
_____	_____	_____	Consultants
_____	_____	_____	12. Are the proposed consultants' services essential to the project?
_____	_____	_____	13. Are the proposed consulting hours/effort reasonable compared to the work/research to be performed?
_____	_____	_____	14. Is the proposed travel for consultants reasonable (i.e. number of trips, destination of trips, duration of trips, etc)?
_____	_____	_____	Alterations and renovations
_____	_____	_____	15. Are the proposed alterations and renovations essential to the proposed project?
_____	_____	_____	Patient Care
_____	_____	_____	16. Are the proposed number and/or types of tests reasonable considering the work/research to be performed?
_____	_____	_____	17. If the proposed tests are considered to be in the nature of routine patient care, should the contractor be expected to obtain reimbursement for these services from third party carriers?
_____	_____	_____	18. Are the proposed number of patient days reasonable considering the work/research to be performed?
_____	_____	_____	Animal Tests/Care
_____	_____	_____	19. Are the proposed number and/or types of tests reasonable considering the work/research to be performed?
_____	_____	_____	20. Are the proposed number of animal-care days reasonable considering the work/research to be performed?
_____	_____	_____	Subcontracts
_____	_____	_____	21. An additional Project Officer's Technical Questionnaire should be completed for each subcontract.

Space for Additional Comments. Indicate question number to which comments apply if applicable

Project Officer
Date
I certify that responses to these questions are based on communications with the Project Officer
Contracting Officer/Specialist
Date

NOTES:

1. If sufficient technical detail (quantities, mixes, etc.) is not included in the business proposal to allow for analysis, the contracting officer/specialist should obtain it prior to discussing the technical aspects of the proposal with the project officer.
2. In answering the questions on the questionnaire, emphasis must be placed on the reasonableness of the technical aspects of the element being reviewed. Recommended adjustments should be entered on page 3 in the space provided, and comments should be keyed to the particular question being answered. Be specific when noting changes that should be made (e.g. designate positions/FTE's/individuals to be deleted/reduced or added/increased; quantities to be adjusted, etc.). If a dollar amount is recommended in lieu of a specific recommendation relative to the technical aspects (e.g., "materials/supplies should be reduced to \$30,000), a justification for the recommended dollar amount must be included on page 3.
3. All questions on the technical questionnaire must be answered.